

DEPARTMENT OF TRANSPORTATION

P.O. BOX 23660

OAKLAND, CA 94623-0660

*Flex your power!
Be energy efficient.*

July 20, 2004

Re: DBE Workshop

We are pleased to inform you that we will have a workshop about the Disadvantage Business Enterprise (DBE) program on **August 24, 2004**.

This course will be held at the Caltrans District Office Auditorium in Oakland from 8:00 am to 12:00 noon.

This workshop has been designed to help your staff understand the Federal DBE program and goal setting procedures. It is important that your staff attend the workshop to become familiar with any changes in the program, and avoid future delays in your projects.

After October 1, 2000, each local agency shall comply with all the elements of Title 49, Part 26 of the CFR, and shall implement a DBE program and establish an annual overall goal prior to submitting a request for authorization to proceed with a federal-aid project.

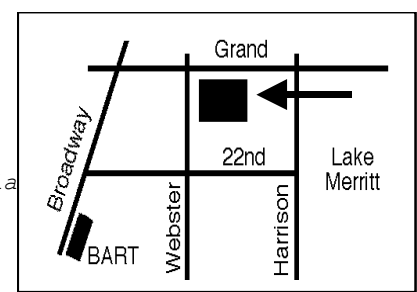
If you or anyone from your staff is interested in attending please mail, fax or E-mail (Jose_Reyes@dot.ca.gov), a copy of the attached enrollment form to the District Local Assistance Office by August 17, 2004.

If you have any questions, please call Mr. Jose Reyes, at (510) 286-5233; fax # (510) 286-5240 or Art Duffy at (510) 622-5928

Sincerely,

Richard J. Monroe, Chief
Office of Local Assistance

Date and Location: August 24, 2004

"Caltrans improves mobility across California"

**DBE WORKSHOP
ENROLLMENT FORM**

(08:00 am – 12:00 noon)
Auditorium
Caltrans District Office
111 Grand Avenue
Oakland, CA 94612

Target Audience: Local agency DBE Liaison Officers and contract administration staff who enforce the DBE program, set annual and project goals, maintain records, and assure contractor's compliance.

Objectives: Title 49 CFR Part 26 requires all DOT recipients to adopt this program. The class will review the history, objectives, and new procedures available on the Local Program website. <http://www.dot.ca.gov/hq/LocalPrograms/public.htm>.

Enrollment: First come first served basis.

Contact: Jose Reyes (510) 286-5233; FAX: (510) 286-5240

E-Mail: Jose_Reyes@dot.ca.gov

Enroll By: August 17, 2004

Questions: Art Duffy (510) 622-5928

Mail enrollment to: Office of Local Assistance, Caltrans District Office,
P. O. Box 23660, Oakland, CA 94623-0660

Enrollment Form

Agency: _____

	Name	Phone/Fax	E-Mail Address
1)	_____	_____	_____
2)	_____	_____	_____

Individuals who require special accommodation (American sign Language interpreter, accessible seating, documentation in alternate formats, etc.) are requested to contact Mr. Jose Reyes, District 4 Local Assistance Training Coordinator, at (510) 286-5233 as early as possible prior to the scheduled training class. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice Line 1-800-735-2922